



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
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WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-9, Reassignment Processing Procedures for Officers

1. References:

- a. AR 600-8-11, Reassignment.
- b. AR 614-30, Overseas Service.
- c. AR 614-185, Requisitions and Assignment Instructions for Officers.
- d. PERSCOM MILPER Memorandum Number 95-1.

2. Purpose. This memorandum provides guidance and defines responsibilities in the processing of assignment instructions received through the Total Officer Personnel Management Information System (TOPMIS II).

3. CONUS LOCATIONS:

a. Requests For Orders (RFO) are retrieved daily from TOPMIS II the day after issued by Human Resources Command (HRC). There is no need for Officers to hand carry or send RFO's to the MPSC.

b. Permanent Change of Station (PCS) orders will be prepared and forwarded as directed in the RFO and IAW the procedures outlined in AR 600-8-105, paragraph 12-3.

c. Our goal is to publish reassignment orders within 120 days of report date, contingent upon timely receipt of assignment instructions and other information as needed. However, orders are generally published within 5 business days of receiving RFO.

d. Orders will be distributed using regular internal distribution only. Unless Soldier is within 30 days of report date, orders will not be faxed.

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4. OCONUS LOCATIONS:

a. Requests For Orders (RFO) are pulled daily from TOPMIS II the day after it's issued by HRC. There is no need for Officers to hand carry or send RFO's to the MPSC.

b. A levy notification is sent to the Officer via email directing the officer to complete the reassignment briefing via the MPSC'S officer's reassignment web page.

c. When an Officer submits all applicable paperwork (medical forms, Anti-terrorism Briefing Certificate, etc.), orders will be processed. If the Officer is requesting family travel, approval can take 6 to 8 weeks depending upon location.

d. Paragraph 3b, c, and d cited for CONUS also apply for OCONUS locations.

5. This memorandum supersedes MILPER Policy Memorandum 00-9, dated 22 April 2004.

6. The proponent for this policy memorandum is the Personnel Management Division, Military Personnel Service Center, (703) 602-0803.



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